

Using Your Spam Filter

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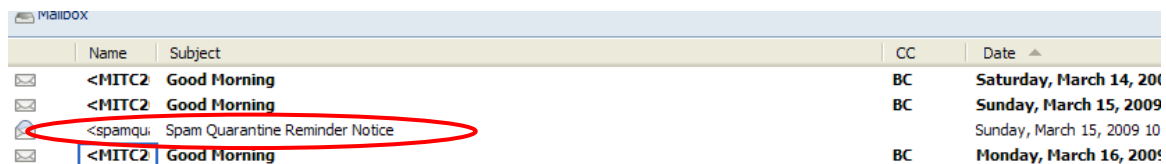
Microsoft Forefront Online Protection is the university's spam filtering system for employee email. The system filters out junk mail, including potentially harmful email, from your Exchange (Outlook) email account. All Exchange (Outlook) users have spam filtering already installed. Follow the instructions below to access your spam email, so you can periodically check to make sure no legitimate email has been caught by the filter.

If you need help using Forefront, contact the HelpDesk at 852-7997 or helpdesk@louisville.edu.

Setting your password and signing in

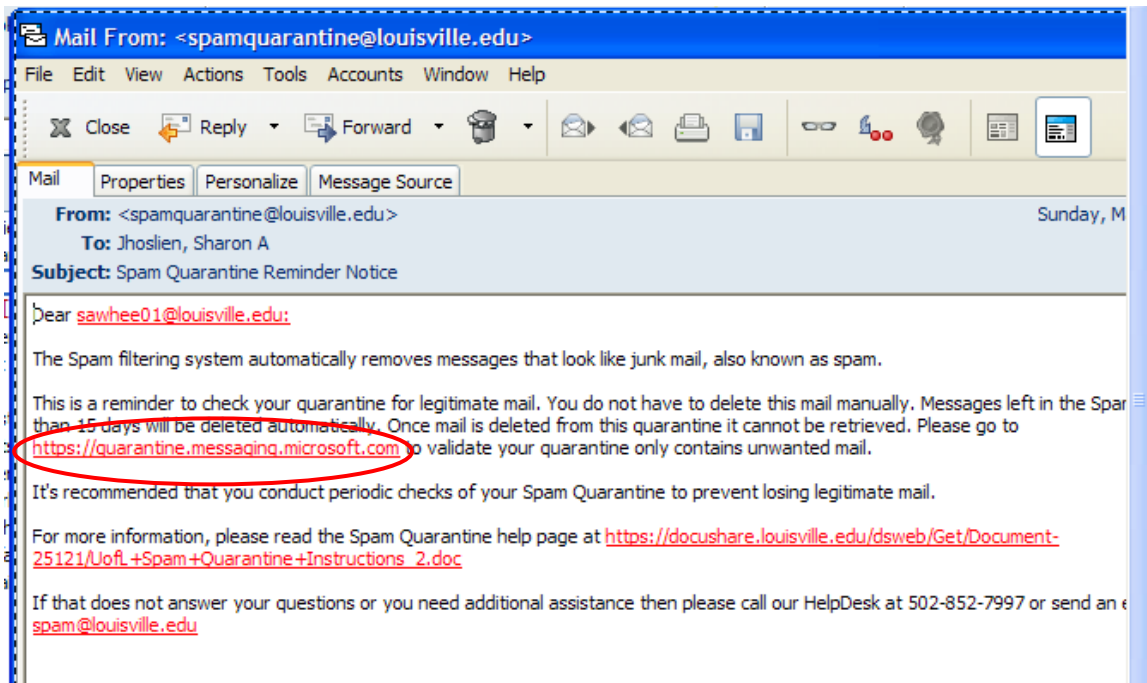
You must assign a password to your spam email system the first time you access it. You can get to your spam email by clicking on the link to your spam in the reminder notice periodically sent by your spam filtering system, or you can go directly to the link anytime at <https://quarantine.messaging.microsoft.com>.

To get to your spam email through the reminder notice, click on the **Spam Quarantined Reminder Notice** email:

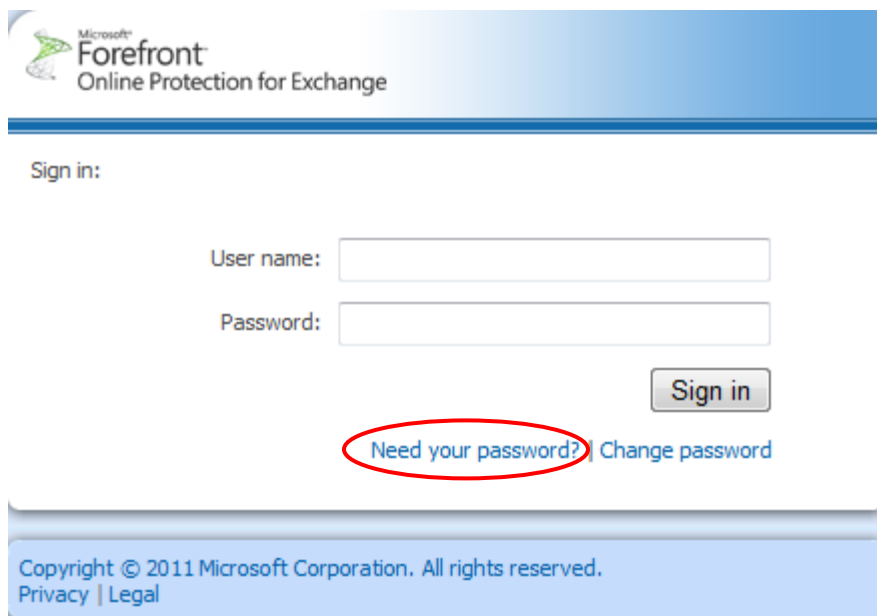


| | Name | Subject | CC | Date |
|---|---------|---------------------------------|----|-----------------------------------|
| ✉ | <MITC2 | Good Morning | BC | Saturday, March 14, 2009 10:00 AM |
| ✉ | <MITC2 | Good Morning | BC | Sunday, March 15, 2009 10:00 AM |
| ✉ | <spamqu | Spam Quarantine Reminder Notice | | Sunday, March 15, 2009 10:00 AM |
| ✉ | <MITC2 | Good Morning | BC | Monday, March 16, 2009 10:00 AM |

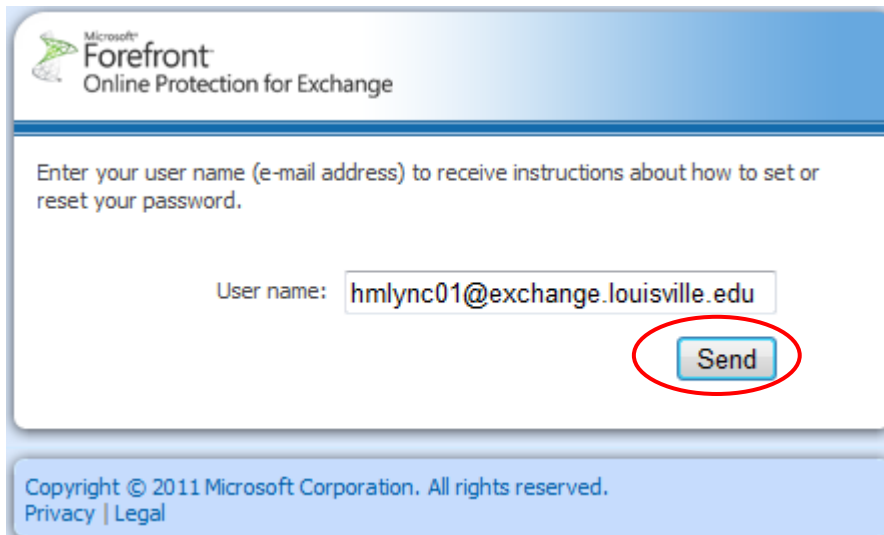
Click on the link to <https://quarantine.messaging.microsoft.com> inside the email message.



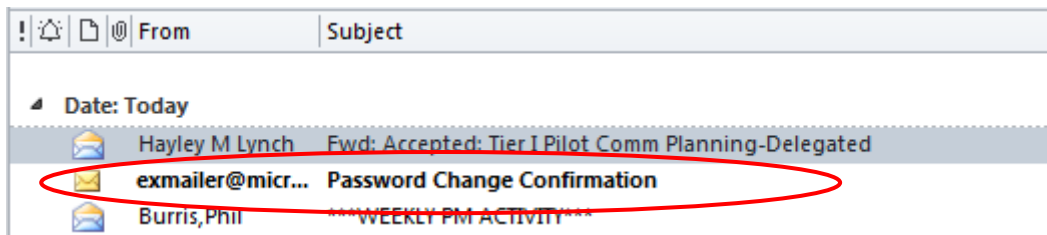
Click the **Need your password?** link to set up your password:



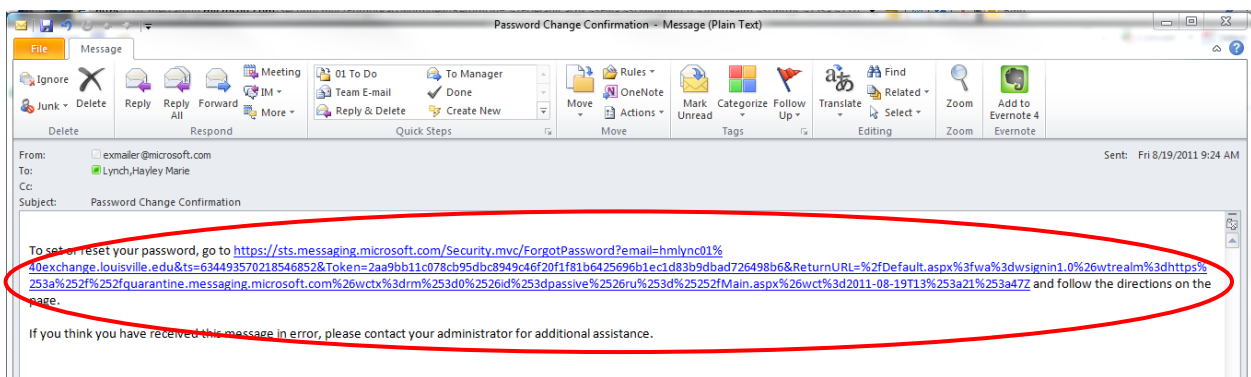
Type your full Exchange (Outlook) email address into the **User name** field (userID@exchange.louisville.edu) and click **Send**.



An email will be sent to your Exchange (Outlook) email account. Open Exchange (Outlook) and then open the email titled **Password Change Confirmation**.



Click the link inside the email.



Type your Exchange (Outlook) password into the **New password** field. Type it again inside the **Confirm new password** field and hit **Submit**.

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Set your new password.

User name:

New password:

Confirm new password:

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You are now logged in to your spam filter mailbox.

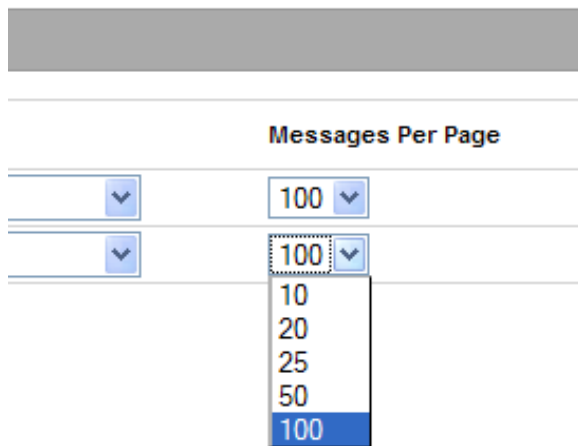
| From | Subject | Expires | Received (UTC) | Size |
|---------------------------------------------------|-------------------------------------------------------------------------|-----------|--------------------|----------|
| *Support center* <support.center@dlgroup...> | ADDRESS NOT FOUND # 7813883 | 8/2/2011 | 8/18/2011 5:23 PM | 233.7 KB |
| *Jeanna Rosano* <chinafaith@jacksonpress.c...> | Men, gain length, girth, stamina, and pleasure with Dr. Joel Ka9/2/2011 | 8/18/2011 | 12:42 AM | 3.7 KB |
| *Hughes Learning Portal* <hughes_learning_5...> | 30 Day No-Cost Trial and Get Amazon Gift Card | 8/31/2011 | 8/16/2011 2:24 PM | 8.0 KB |
| *Ebony's Rise* <eboneyrice@marykay.com> | Leaundrea, Restore your skin while you sleep! | 8/27/2011 | 8/12/2011 12:23 PM | 16.5 KB |
| *BNET* <newsletters@bnetonline.com> | 3 Ways to Look 10 Years Younger—and More Hireable | 8/25/2011 | 8/10/2011 8:31 PM | 21.0 KB |
| *Mail Delivery System* <noreply@louisville.ed...> | Delivery Status Notification (Failure) | 8/23/2011 | 8/8/2011 12:18 PM | 4.3 KB |
| *Nortencia Virgil* <nortencia@cpdms.net> | Can You Really Enlarge Your Penis by 3 inches? | 8/21/2011 | 8/6/2011 1:02 PM | 3.5 KB |

Changing Your User Options

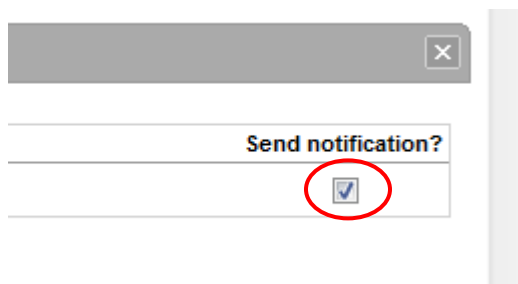
To change how many messages appear per page in your spam mailbox, click on the **Options** button at the top right of your screen.



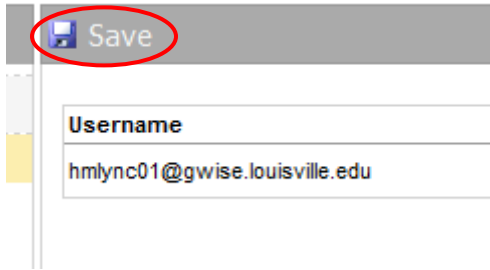
Click the **Messages Per Page** drop-down button and select the number of email messages you wish to display on each page.



To change whether you receive email reminders to check your spam mailbox, check or uncheck the **Send Notification?** box.



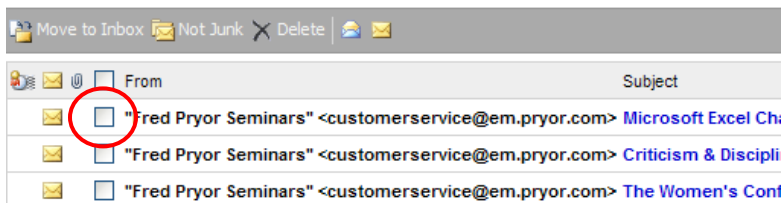
Click the **Save** button to retain the changes you made in the **Options** menu.



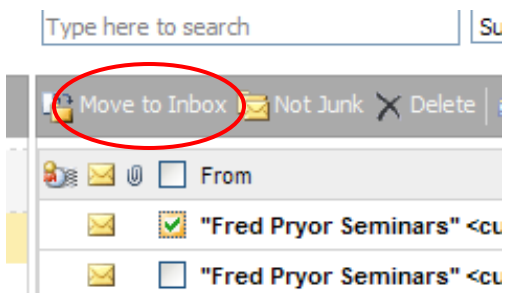
Recovering Non-Spam Email

If you find an item in your spam filter mailbox that you need, you can recover the item and send it to your Exchange (Outlook) mailbox.

Click in the checkbox to the left of the email you want to recover.



Click the **Move to Inbox** button. The email will be sent to your Exchange (Outlook) account.



If you notice certain legitimate emails are consistently being filtered from your Exchange (Outlook) mailbox, you can tell your spam system to stop filtering these emails from your inbox.

Click the checkbox to the left of the email that you want to recover, and click the **Not Junk** button, to the right of the **Move to Inbox** button. The email will be sent to your Exchange (Outlook) account, and your spam filtering system's administrator will be notified that the item is not spam mail.

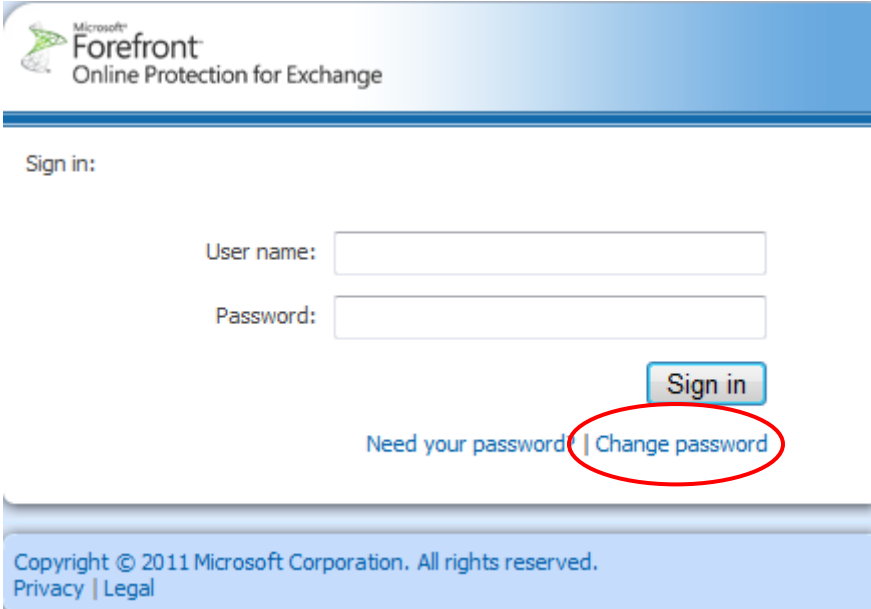
Deleting Spam Email

Email is automatically deleted from your spam filter mailbox after 15 days. You can also delete email messages manually from your spam mailbox.

Click in the checkbox to the left of the email item that you wish to delete. Click the **Delete** button, to the right of the **Not Junk** button. The email will be deleted from your spam mailbox and will not be sent to your Exchange (Outlook) mailbox.

Changing Your Spam Filter Password

You should change your spam filter password regularly to keep others from accessing the mailbox. To change your password, go to <https://quarantine.messaging.microsoft.com> and click **Change password**.



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Sign in:

User name:

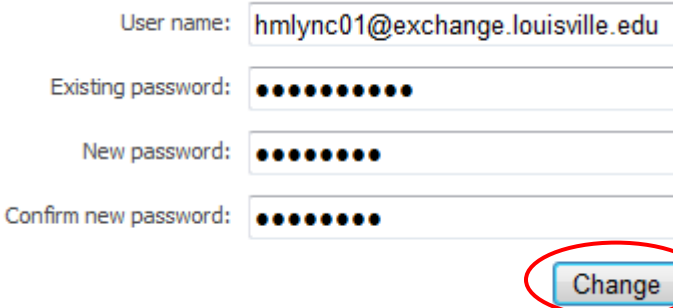
Password:

Sign in

Need your password? | [Change password](#)

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Enter your **User name** (userID@exchange.louisville.edu) and your **Existing password**. Now type a **New password**, and then re-type it in the **Confirm new password** field. Click **Change**.



User name:

Existing password:

New password:

Confirm new password:

Change

Your password will be changed and you will be directed into your spam mailbox.

Logging Off of Your Spam Mailbox

Click **Log Off** at the top right of your screen. Close your browser to complete the logging off process.

